FOR MYSORE STATE

5—4-1-52.

Agri. (1954) Department.

MS. SERIES.

Paras 89

G.O. NO. Ms. 124 50.

1450

Dated 30. 4. 54.

10

[Despatch Abstract.]

Estt. - D. F O. South Kanara - Additional post of typist - Employment - Sanctioned.

— x —

21090

G.F. 32—7,79,806—25-9-50.

Forest Department

Received _____ Registered _____

From (Name)
Sri V.V. Subramanian, I.C.S.,
Designation
Chief Conservator of Forests,
Station
Madras.5.

To

The Secretary to Government,
Agriculture Department,
Fort St.George, Madras.

Enclosures: Ref. No. 3306/54-B2, dated 20th February 1954.

Sir,

Subject: Establishment- District Forest Office, South Kanara division- Additional post of Typist - sanction of.

FIRST ASSISTANT SECRETARY 25 FEB 1954 AGRICULTURE DEPARTMENT

I submit herewith a copy of letter No.982/54-C1 dated 21-1-54 from the District Forest Officer, South Kanara requesting for an additional post of typist. The average number of pages received for typing in the District Forest Officer's office is 30 out of which 25 pages(of single line foolscap size) are being typed by the typist per day. The standard adopted by Government is only 13 foolscap pages of single lines. In the circumstances reported by the District Forest Officer I recommend that an additional post of typist may be sanctioned to the District Forest Office, South Kanara for a period of one year from date of employment.

2. Proposals regarding the bifurcation of the division have separately been submitted to Government in Chief Conservator's Reference No.33404/53-G dated 12-2-54. When the division is bifurcated each office will have one post.

for Chief Conservator of Forests

Enclosure: Copy of letter.

(In Triplicate)
Ref. C.1. 982/54.

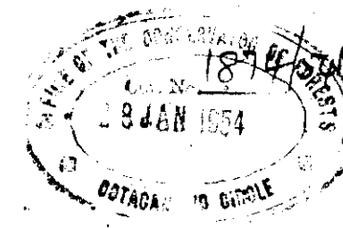
District Forest Office, South Kanara,
Mangalore, dated 21-1-1954.

From
Sri K. Venkatakrishnan, B.A., B.Sc., (Hons) To
B.Sc., (Edin)

The Chief Conservator
of Forests,
Chepauk,
Madras-5.

District Forest Officer,
South Kanara, Mangalore.

Through
The Conservator of Forests,
Cotacamund Circle,
Cotacamund.



Sir,

Sub:- Establishment - South Kanara District Forest Office - Fair -copying work - Additional Typist - sanction - requested.

I submit that there were two Typists for the old Mangalore North and South Divisions prior to amalgamation. With effect from 1-9-1938 when the Division was amalgamated into one (South Kanara Forest Division) one post of Typist was - retrenched.

2. The following figures would show that the work in this Office has been steadily on the increase since 1951.

Number of new cases received during the past 3 years:-

1951	-	4983
1952	-	5402
1953	-	5988

Number of offences received in

1951-52	-	519
1952-53	-	561
1953-54 (till 15-1-54)	-)	606

3. Apart from the above a number of new returns such as quarterly report on the enumeration of trees and check measurement by District Forest Officers, statement showing inspection of coupes by District Forest Officers, seed collection report, statement showing inspection of coupes formed for plantations; Statement showing the check - measurement of works in the - Division, Statement showing inspection of Reserves by District Forest Officer, Statement of Range Officers whose probation has not been declared, enclosures to District Forest Officer's diaries, etc have newly been prescribed. In Chief Conservator's Ref. No. 9156/53 dated 10-4-1953 it has been ordered that all Subordinates should send one copy of the preliminary Forest offence report direct to District Forest Officer. In Chief Conservator's Rt. No. 2089/53. dated 3-9-1953, it has been ordered that Inspection notes should be issued invariably for every inspection of work made by District Forest Officer. Such inspection notes are typed and issued now for every i---tion carried out in the field by the District Forest Off Assistant Conservator of Forests. All these have th work on the existing staff especially the Typist.

4. I am enclosing herewith a statement showing of drafts received per day for the week ending 16-

The average number of single line foolscap pages received for typing in this Office works out to 32 and the actual number of single line foolscap pages typed per day has been 23. The normal outturn prescribed in Government Revenue Department Memo No. 49212/53-1 dated 29-6-1953 (copy enclosed) is 15 pages of single line foolscap pages per day. Several of the drafts of a routine nature are stencilled and kept ready for issue with necessary information filled up and other short drafts intended for Subordinate officers are fair - copied in manuscript and sent. Even then, the Typist has to do a lot more work than he is expected to do and he has not been able to cope with the work On account of the delay in fair - copying the drafts, which is inevitable in the circumstances stated above, the efficiency of the Office as a whole suffers. Unless an additional Typist's post is immediately sanctioned, there is likely to be further deterioration.

5. I therefore submit that having regard to the above facts, the Chief Conservator of Forests may be pleased to recommend to Government the sanction of a second Typist to this Office with immediate effect till 31-3-1955 or until the bifurcation of this Division is sanctioned, whichever is earlier. Proposals for the bifurcation of the Division have been submitted in this Office R.C. No. 5376/53. H. dated 4-12-1953.

The financial implication of the above proposal works out to only Rs 84/- per month or Rs 1008 per year as shown below.

	Pay		Dearness Allowance.		House Rent Allowance		Type-writing allowance		Total
	Rs		Rs		Rs		Rs		Rs
Typist	45	+	22	+	7	+	10	=	84 x 12 = Rs 1008

Sd.K.Venkatakrishnan
Dt.Forest Officer,South Kanara.

True copy/By Order

Head Clerk. 22-1-54

Encls. 2.

Mr. 22.1.

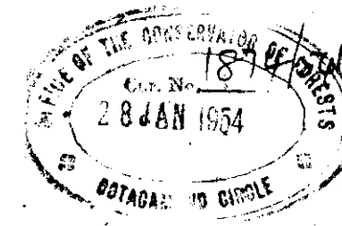
(In Triplicate)
Ref. C.1. 982/54.

District Forest Office, South Kanara,
Mangalore, dated 21-1-1954.

From
Sri K. Venkatakrishnan, B.A., B.Sc., (Hons) B.Sc., (Edin)
District Forest Officer,
South Kanara, Mangalore.

To
The Chief Conservator
of Forests,
Chepauk,
Madras-5.

Through
The Conservator of Forests,
Cotacamund Circle,
Cotacamund.



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4. I am enclosing herewith a statement showing the number of drafts received per day for the week ending 16-1-1954.

Agri Cell 5

Dl. issued 8/2/54

Subj:- Estt. - Forests - District Forest office, South Kanara - Addl post of typist - Employment - Sanctioned.

Read:- From the C.C.F No. 3306/54-B2 dt 20.2.54 - - .

Order No 1450 Dated 30-4-54

The Govt sanction the employment of an additional typist on Rs 45-90 P.M. plus the allowances admissible under the rules, in the office of the Dt Forest Office, South Kanara for a period of six months from the date of appointment or

or till the bifurcation of ~~the~~ South Kanara Forest Division ~~office~~ is sanctioned whichever is earlier.

2. The expenditure should be debited to the appropriate head under "10. Forest".

27.4.54

27/4/54

29.4.54

To
The C.C.F.
The A.G. Madras
S.C.I.

Agri (C II) dept.

Note. File.

Sub:- Estt - Forests - District Forest Office, South Kanara - Addl Post of typist - Employment - Sanctioned.

Read:-

From the C.C.F No. 3306/54 : B2 dt 20.2.54

~~The~~

~~order~~ No

~~Pig~~ Dated

The Govt sanction the employment of an addl typist on Rs. 45-90 (Rupees) plus the allowances admissible under the rules in the office of the Dt Forest Officer, South Kanara Dn. for a period of one year from the date of appointment.

The expenditure should be debited to the appropriate head under "10. Forests".

24.3.54

25.3.54

to the C.C.F.

The A.G. thro Fin.

Sir,

Note:- Please see the letter from the C.C.F. dt. from the letter of the Dt Forest Officer on page 4 of it will be seen that there is real need for an addl typist in his office. In the circumstances it is for orders whether the proposal of the

C.C. of 'X' cmp/ of will be accepted. Subject to orders a draft orde is submd. for approval cmp/ above. Finance may see for acceptance.

24.3.54
25/3/54
26/3/54

Fin

DEPUTY SECRETARY TO GOVERNMENT
25 MAR 1954
FINANCE DEPARTMENT

Agri C.O. 21080 Cpt/54-1
25/3/54

Fin (E II) C 33370

The proposal is to accord sanction for the post of a typist in the S. Kanara Dvn. office to cope with the increase in the typing work for a period of 1 year. The extra cost to govt comes to Rs 1,200/= p.a.

p/ above

67.5
24
7
108.5
12
1302.0

The present policy of govt is to disallow addl. staff in view of the prevailing financial stringency of the state, except under very exceptional circumstances. The proposal in the present case cannot be considered to be imperatively essential and urgent. Further, it is observed that proposals regarding bifurcation of the Dvn are under consideration separately. In the circumstances, the proposal may be deferred till then.

X CM 16353 CM 54

41462

Fin C.O. 33370/E II/54
29/3/54

29/3/54

28.3.54

Agri

FIRST ASSISTANT SECRETARY
31 MAR 1954
AGRICULTURE DEPARTMENT

Agri cm

To Ces.

Finance notes on p 2 above may be perused.

2. In the file referred to at 'x' on p 2 above, the C of C has been asked to state whether his proposal for the bifurcation of the S. Kanara Dn may not be included in the comprehensive proposals for the reorganisation of the Dept called for separately. His reply in this regard is awaited and it will take some time till a final decision is reached on the proposal for the bifurcation of the Dn.

CNC/6563 Civ ki-24 x of part of

3. Attention is invited to Para 5 of the D.F.O's letter under ref. in which he has requested that a typist may be sanctioned with immediate effect till 31.3.55 or till the bifurcation of the Dn is sanctioned whichever is earlier so as to cope with the increased typing work in his office. In the circumstances, a post of typist may be sanctioned till 31.3.55

A' on p 4 of

(f)

or till the bifurcation of the Dn is sanctioned whichever is earlier. for ~~Rs~~ the extra cost due to the Hon'ble CM's grant of the post of Asst Surgeon sanctioned to the Taluk Hospital Rs 1300/- p.a 4 Finance Dept may see again for remarks.

S
6/4/54

O.N.

A | The C.C.F ~~explaining~~ that the Govt table laid the maximum number of pages to be typed as 13 per order is ~~not~~ tenable? What is the average work turned out by a typist in the Secretariat (no elaborate enquiry is necessary. You can answer with reference to the Circulars in your Section)

B | (f 12/4)

AB
7.4.54

'A' above :-

It is unofficially ascertained from Finance that the position stated by the C.C.F is correct. The normal out-turn of work expected of a typist is about 26 foolscap pages of double line spacing typing or 13 foolscap pages of single line spacing typing per day. There are no specific orders prescribing this limit.

Seems to be a rather low outturn. Typists in Municipal offices like Divisional Office & Taluk Office do much more than this.

AB

P.T.O

'B' on p.4 above:

A typist in the Secty generally types about 25-30 pages of foolscap double line spacing.

~~It will be useless to~~ ~~keep the post if it is considered~~ ~~necessary to economise~~ ~~waste of time, it would be useless to ensure that the~~

8.4.54 In view of the ruling above we may perhaps proceed for acceptance of the proposal.

8/4/54

9.4.54

There were two typists before Fin. when the two divisions were not amalgamated, but only one now. It has been shown by the DFO that there is work for two. The extra post may be sanctioned temporarily as suggested by this department.

CDS

16.4.54

Fin

Fin (F-II)

Agri no 21090 C III/54-2

17-4-54

(Pre Fin note on p.2 above)

This dept advised against the employment of an addl typist in the office of the Dt Forest Officer, South Kanara Dn for a period of one year. Agri now presses for the proposal. Their note on p.p 3-5 above may be perused. In the circumstances this dept may perhaps agree

FINANCE SECRETARY
19 APR 1954
GOVERNMENT OF MADRAS

293 F II

'M' above

6

agree to the employment of a typist for a period of six months or till the bifurcation of the Dtn. office, whichever is earlier. (the extra cost in that case will come to about Rs 650 for six months)

US 20/4/54

20/4/54

51097

Agree.
Fin U.O. 39322 E II 1

Agri cm — 20-4-54.

ASSISTANT SECRETARY 22 APL 1954 TO THE AGRICULTURE DEPARTMENT

Finance note on pp 5-6 above may be perused. For orders whether this Dept will agree with 'A' above. Subject to orders a draft order is submitted below for approval.

Fin. dept. agrees at 'A'

27.4.54

27/4/54

CPS 29.4.54

[Issued as G.O.Ms. 1450 Agri (S) 30.4.54]